

Georgia State Patrol Policy Manual

SUBJECT DUTIES AND RESPONSIBILITIES	POLICY NUMBER 17.09
DISTRIBUTION ALL EMPLOYEES	DATE 5/10/2002

17.09.1 Purpose

To establish general guidelines for the conduct of routine patrol functions.

17.09.2 Policy

Members shall perform their assigned duties to the best of their ability and shall be held accountable for their actions.

17.09.3 Procedures

A. Operation of Departmental Vehicles

1. All sworn members are directed to read and be familiar with O.C.G.A. § 40-6-6.
2. Discretion and judgment shall be used to determine the appropriateness of patrol speeds.
 - a. Generally, when engaged in routine, non-emergency patrolling, the speed should not exceed the posted speed limit.
 - b. Sworn members are reminded that their actions are highly visible to the public and shall be held accountable for their conduct.

B. Miles Traveled while Patrolling

1. The miles traveled shall be determined by the duties the sworn member is called upon to perform during a given tour of duty.
2. The normal range is 100 to 250 miles per patrol.
3. Miles in excess of the norm shall be explained to the Post Commander/Section Supervisor by the member operating the vehicle.

C. Patrolling National Forests and Parks

1. Periodic patrols should be made through national parks and forests for the purpose of being observed and to familiarize personnel with the area.
2. National parks and forests are not our primary patrol area and shall not receive concentrated patrols.

D. Mealtime Breaks

1. During the normal 8-hour duty assignment, sworn members may be allowed one meal break of reasonable duration which shall be considered duty time.
2. Duties may require the interruption or foregoing of the meal break.
3. Sworn members shall notify the Post of their location and provide necessary information so that contact can be established should the need arise.
4. Discretion shall be exercised in the selection of eating establishments.
5. While the taking of meals together is recognized as building esprit de corps, the need to provide adequate service to the public shall not be neglected.
6. Post Commanders/Section Supervisors are charged with the responsibility for monitoring the availability of personnel during meal breaks and are empowered to establish reasonable local policy governing this issue.

E. Absence From Assignment

1. Members shall not be absent from their assigned route, territory or duty Post without the permission of their supervisor.
2. Permission is not required for the in-state pursuit of a violator that leaves the Post territory, provided the Post has been notified that such pursuit is underway.
3. Members shall be present at the appointed time and prepared to perform their duties.
4. When a member becomes aware that they will be unable to report as assigned, they shall immediately notify the Supervisor on duty.

F. Solicitation of Money or Goods

1. Solicitation for money or goods of any kind and for any purpose is prohibited at the workplace and whenever the member is in uniform.
2. Although solicitations shall not be made at the workplace or while in uniform, members wishing to help another member during a time of need may contact that individual directly or make an anonymous contribution.

G. Paychecks

1. Paychecks shall be distributed on the 15th and the last day of each month by the Department's Payroll Office.
2. Paychecks shall be mailed from the Payroll Office in sufficient time to reach affected Posts by payday.
3. These checks are not to be distributed until the morning of payday. Headquarters personnel may pick up their paychecks at the Payroll Office no earlier than 2:00 P.M. the day before payday for distribution the following morning.

4. Members shall cash their paychecks as quickly as practical after receiving them.
5. Errors detected on the paycheck stub shall be called to the attention of the Personnel Services Division for correction.